

Christa Construction – Customer Satisfaction through Quality, Service, and Value!!

Christa promotes an environment of professional development and creative thinking that demonstrates our commitment to hiring and retaining the best people in the industry. Our team comes first, it's known through our multiple awards such as Greater Rochester Chamber Top 100 Companies and Rochester's Top Workplaces. As an employer, we're focused on your growth in the company. From leadership development programs, state-of-the-art technology and an open-door policy to learn from each other, you own your personal growth and impact in the company as well as your career. We thrive on our outstanding client service and expertise.

We are trying to ensure we are bringing the right kind of individual to join our team.

Does your work ethic typically outshine the ones around you?

Do you know that you have the skills to impress, and the drive to deliver the highest quality in every situation?

Is your history bursting with examples of your personal and professional success?

Are you ready to catapult your career alongside the top professionals in the business?

Are you the next best thing to happen to Christa? Let's chat and see!

Core Values:

Christa's Core Values inform our decisions and actions at all levels. They serve as 'guard rails' for behavior between employees, clients, subcontractors, suppliers, and other stakeholders. Communicating Christa's Core Values and ensuring everyone internalizes them is essential to fostering and maintaining our amazing culture.

Christa cares about:

- **Integrity:** Clients, suppliers, employees, and communities we serve know we build with integrity.
- **Safety:** We prioritize safety every day, on every job site.
- **Ownership mindset:** We are responsible for our actions and accountable for results. Treat every project like it is your own.
- **Quality:** We build every project with quality, exceptional service, & innovative construction methods.
- **Communication:** We understand clients' expectations, then deliver with clarity and transparency to the entire project team.
- **Balance:** We are committed to hard work, balanced with creating time for family, friends, and fun.



How will working for Christa benefit you?

Not only will you be a part of a wonderful team of industry-leading professionals, but Christa offers great benefits including: Health Dental and Vision, generous 401K matching, PTO, Life & LTD, Tuition Reimbursement, Career Training and Development support, Valuable experience, and more!

A successful Project Manager at Christa will provide project leadership while promoting ***Customer Satisfaction*** through quality, service and value.

ESSENTIAL FUNCTIONS:

- Supervises and directs the overall project. Duties include planning and coordinating activities with others; circumventing/resolving problem areas; and ensuring all company/project policies, procedures, and standards are maintained.

- Achieves customer satisfaction by meeting or exceeding customer expectations. Customers include owners, architects, contractors, subcontractors, vendors, and employees.
- Manages, directs, organizes, coordinates, and schedules the work of staff in their respective corporate divisions
- Ensures that projects are being managed effectively and are effectively operated
- Is responsible for the profitability of assigned projects and the completion of work per schedule and utilizes corporate standard operating procedures to accomplish this goal
- Solicits, purchases, writes, and manages contracts, contractors, and vendors in the execution of work
- Responsible for developing the financial schedule of values inclusive to the overall project budget.
- Prepares and distributes payment applications on a monthly basis
- Tracks all project costs and prepares monthly cost to complete reports
- Cost codes all project invoices
- Solicits, procures, and manages the labor, material, and equipment necessary to execute the work of several projects
- Actively participates in the solicitation and procurement of new and future employees
- Ensures that standard administrative operating procedures are being complied with
- Creates, updates, and monitors construction schedules using Microsoft Project and adheres to company scheduling standards and practices
- Creates and submits all project RFIs and submittals
- Prepares and distributes all project meeting minutes
- Manages and maintains all changes to projects by posting drawings, updating Project Sight and creating as-built drawings
- Manages the closeout process at the end of projects to submit to appropriate parties
- Trains, mentors, and motivates the Assistant Project Manager and/or Project Engineer assigned to their projects

QUALIFICATIONS & RESPONSIBILITIES: Top candidates will have 5-10 or more years of commercial construction project management experience (preferably in wood frame multi-family projects) and should be able to lead multiple projects. They will also take ownership of the project success with special consideration to schedule and budget adherence, and have the personal attributes to manage, direct, mentor and support employees through

their daily work while demonstrating Christa's corporate philosophy of outstanding business ethics and principles. Top candidates will also have advanced skills in the use of technology including MS Office products, PROCOR, and P6/Oracle. Advances skills in comparable programs will be considered equivalent.

Project Managers typically have a range of physical requirements, including:

1. **Mobility:** Ability to move around job sites, which may involve climbing stairs, ladders, or scaffolding.
2. **Stamina:** Capability to work long hours, often on-site, which can include standing for extended periods and walking significant distances.
3. **Vision:** Good eyesight for reading blueprints, plans, and safety signage, as well as inspecting work.
4. **Hearing:** Ability to hear instructions, warnings, and safety alerts in a noisy construction environment.
5. **Manual Dexterity:** While not as hands-on as other roles, project managers may need to use tools or equipment occasionally, so basic manual skills can be beneficial.
6. **Strength:** While not always required, some physical strength may be necessary for tasks like lifting or carrying equipment, especially during site visits.
7. **Coordination:** Good hand-eye coordination is useful for tasks that require writing, reviewing plans, or interacting with technology.
8. **Safety Awareness:** Understanding and adhering to safety protocols is crucial, as construction sites can pose various hazards.

Compensation for qualified candidates is determined by multiple factors including but not limited to verifiable experience, education, and technical skills. The pay range for this position is: \$55-\$100k annually

Rochester

Nestled on the shores of Lake Ontario, Rochester, is a vibrant city known for its rich history, dynamic economy, and diverse cultural scene. With a legacy of innovation and a strong sense of community, Rochester is the perfect place to live, work, and explore. The city boasts a history of groundbreaking achievements in technology and industry. As the headquarters for several major companies, Rochester continues to thrive as a center for innovation, research, and development. Rochester's diverse economy includes strong sectors in healthcare, education, manufacturing, and technology.

The region offers numerous opportunities for businesses and entrepreneurs, supported by a collaborative environment and a skilled workforce. You can also experience the arts and culture of Rochester through its world-class museums, theaters, and music venues. The George Eastman Museum, Rochester Philharmonic Orchestra, and the Strong National Museum of Play are just a few highlights of what is offered.

Rochester is also home to an array of parks and outdoor spaces, including the scenic Highland Park and the picturesque Genesee Riverway Trail. Enjoy outdoor activities, festivals, and seasonal events throughout the year.

Finally, Rochester is renowned for its high-quality educational institutions. These institutions drive research, innovation, and a culture of learning.